

ENGINEERING SERVICES

January 27, 2006

STATE PROJECT NO. 700-99-0379

F.A.P. NO. STP-9905(517)

INTERSTATE SIGN DESIGN ASSISTANCE

STATEWIDE

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide Interstate sign design assistance. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Prime-Consultant will be selected for this Contract. Sub-Consultants will not be allowed for this project.

Project Manager –Mr. Charles Adams, P.E., he may be reached at (225) 935-0109.

PROJECT DESCRIPTION

The selected Consultant will provide DOTD assistance in the management of the Interstate signing infrastructure relative to programming, layout methods, field techniques, plan preparation, warranty enforcement, and preventive maintenance program.

SCOPE OF SERVICES

TASK 1.0 - Project Management

Initial Meeting- A meeting with Department and the Consultant will be held at the beginning of each project task. The purpose of this meeting is to establish procedures, deliverables, and schedules.

Monthly Reports- Monthly progress reports will be prepared by the Consultant to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall include changes in project schedule or estimated construction cost. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

TASK 2.0 – Existing Signing Investigation

Signing projects will include new installations or upgrades of signs on the mainline, ramps, and intersecting roadways. The Consultant will be required to research the existing signs As-Build plans on DOTD's microfilm system. The Consultant will be required to field verify the type of sign, type of supports, and location of the sign. The

location should be performed with a programmable distance-measuring device typically attached to a car's odometer. During the inspection, the Consultant will collect field condition information including digital photography of the signs.

TASK 3.0 – Sign Layouts

The Consultant will analyze signing needs based on the 2003 Manual on Uniform Traffic Control Devices and DOTD EDSM's. This will include evaluation of traffic generators and the selection of signing legends. After approval of legends by DOTD, the Consultant will prepare sign face layouts, ground mounted sign supports, overhead sign supports, and guardrail layouts.

TASK 4.0 – Plans

The Consultant will assist in the development of signing plans, cost estimates, and shop drawings. A more detailed description of the project specific work required will be provided during the initial task meetings for specific projects.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (2003 Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Training Manual/90

COMPENSATION

The total amount payable under this Contract shall not exceed a maximum of \$300,000. Compensation will be made monthly, based on billable hourly rates for the actual work performed, up to \$8,000 per month. The Consultant will contact the DOTD Project Manager for prior approval if there is a need to exceed the monthly limit. The billable rates for each classification, based on statewide salary and field overhead rates, are as follows:

Classification	Hourly Billable Rate
Engineer	\$75
Technician	\$40
Clerical	\$30

CONTRACT TIME

The Consultant will proceed with the services specified herein after the execution of this contract and upon written Notice-To-Proceed from the DOTD, and will not exceed three years.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with at least five years experience in Traffic Engineering, and a corresponding support staff.
3. The Consultant must employ at least one Civil Engineer or one Technician with:
 - A working knowledge of the 2000 & 2003 Manual on Uniform Traffic Control Devices;
 - A working knowledge of the Standard Highway Signs manual, a complete understanding of the LA DOTD policy governing Interstate Signs;
 - A minimum of five years of interstate sign design experience;
 - Actively participated in the analysis, design, and plan development of at least two Interstate Guide Sign projects (plans, summary sheets, cost estimates, shop drawings, etc.) within the past three years.

When needed, one Technician may be stationed at the DOTD Headquarters Building.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0379** and will be submitted **prior to 3:00 p.m. on Monday, February 27, 2006**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Dr. Babak Naghavi, P.E., P.H.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.